



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

16 OCT 2024

DIVISION MEMORANDUM

NO. 645, s. 2024

**DIVISION TRAINING FOR KINDERGARTEN AND GRADE 1 TEACHERS ON  
MATATAG CURRICULUM IN INDIGENOUS PEOPLES EDUCATION (IPED)  
PROGRAM**

To: OIC, Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
OIC Chief, School Governance and Operations Division  
Education Program Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All others concerned

1. Pursuant to Unnumbered DepEd Memorandum dated December 20, 2023 titled **Training on the MATATAG Curriculum for Teachers and School Leaders**, this Office through the Curriculum Implementation Division, will conduct a live-out **Division Training for Kindergarten and Grade 1 Teachers on MATATAG Curriculum in Indigenous Peoples Education (IPED) Program** on **October 26-27, 2024 for Kindergarten teachers and November 9-10, 2024 for Grade 1 teachers.**
2. This activity aims to:
  - capacitate teachers on integration of Indigenous Knowledge Systems and Practices (IKSP) to MATATAG Curriculum competencies;
  - identify MATATAG learning competencies for IPED integration;
  - align the existing K to 12 curriculum IPED learning materials to the competencies of the MATATAG Curriculum.
3. Enclosure No. 1 shows the allocated number of participants from the different IPED implementing schools.
4. Participants are advised to bring laptop, extension cord, and soft copy of MATATAG Curriculum.
5. The venue for this training will be announced later.
6. Listed in Enclosure No. 2 are the members of the Management Team, Consultants and Resource Persons.



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7. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, civil status, disability, religion, beliefs, ethnicity, political affiliation, employment status, sexual orientation, gender identity or expression and other personal circumstances that run counter to the principles of equal opportunity.
8. Food of the participants, board and lodging of resource persons relative to the conduct of this activity shall be charged against IPEd Program Support Funds (PSF), while travel expenses of the management team, consultants, resource persons, facilitators, and participants shall be charged against school MOOE funds, both subject to the existing accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum dated December 20, 2023 titled Training on the MATATAG Curriculum for Teachers and School Leaders

To be indicated in the Perpetual Index  
under the following subject:

INDIGENOUS PEOPLES EDUCATION  
PROGRAMS  
FUNDS



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Enclosure No. 1 to Division Memorandum No. 645, s. 2024

**DIVISION TRAINING FOR KINDERGARTEN TEACHERS ON MATATAG  
CURRICULUM IN INDIGENOUS PEOPLES EDUCATION (IPED) PROGRAM**

<b>DISTRICT</b>	<b>SCHOOL</b>	<b>October 26-27, 2024 KINDERGARTEN TEACHER</b>	<b>November 9-10 GRADE 1 TEACHER</b>
TAPAZ EAST	Abangay ES	1	1
TAPAZ EAST	Acuna ES	1	1
TAPAZ EAST	Aglinab ES	1	1
TAPAZ EAST	Bato-bato PS	1	1
TAPAZ EAST	Buri PS	1	1
TAPAZ EAST	Hilwan PS	1	1
TAPAZ EAST	Katipunan ES	1	1
TAPAZ EAST	Lahug PS	1	1
TAPAZ EAST	Libertad ES	1	1
TAPAZ EAST	Mabini PS	1	1
TAPAZ EAST	Maliao ES	1	1
TAPAZ EAST	Minan PS	1	1
TAPAZ EAST	Nayawan PS	1	1
TAPAZ EAST	Rizal Norte PS	1	1
TAPAZ EAST	Rizal Sur PS	1	1
TAPAZ EAST	Sinunod PS	1	1
TAPAZ EAST	Siya ES	1	1
TAPAZ EAST	Tacayan PS	1	1
TAPAZ EAST	Tag-anghin PS	1	1
TAPAZ EAST	Wright ES	1	1
TAPAZ WEST	Agcococ ES	1	1
TAPAZ WEST	Agpalali ES	1	1
TAPAZ WEST	Artuz ES	1	1
TAPAZ WEST	Daan Norte ES	1	1
TAPAZ WEST	Daan Sur ES	1	1
TAPAZ WEST	Roxas ES	1	1
TAPAZ WEST	Tabon ES	1	1



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JAMINDAN	Agbun-od ES	1	1
JAMINDAN	Agloloway ES	1	1
JAMINDAN	Agtupgop ES	1	1
JAMINDAN	Manuel Ganzon Advincula IS	1	1
JAMINDAN	Jaena Norte ES	1	1
JAMINDAN	Camp Jamindan ES	1	1
JAMINDAN	Ubog ES	1	1
DUMARAO	Aglalana IS	1	1
DUMARAO	Heracleo Benjamin ES	1	1
DUMARAO	Cabangahan ES	1	1
DUMARAO	Janguslob ES	1	1
DUMARAO	SibariwanES	1	1
DUMARAO	Malonoy ES	1	1
DUMARAO	Tina ES	1	1
DUMARAO	San Juan ES	1	1
DUMALAG	San Agustin ES	1	1



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Enclosure No. 2[ to Division Memorandum No. 645, s. 2024

**DIVISION TRAINING FOR KINDERGARTEN TEACHERS ON MATATAG  
CURRICULUM IN INDIGENOUS PEOPLES EDUCATION (IPED) PROGRAM**

**RESOURCE PERSONS**

No.	NAME	POSITION	DISTRICT
1	Angel F. Payo Jr. PhD	PSDS	Dumalag & Dumarao
2	Connie P. Galupar	P II	Tapaz West
3	Myra F. Nerecena	P II	Dumalag
4	Sol Blanco	HT III	Dumarao
5	Fatima F. Animas	TIC – Teacher I	Dumalag
6	Mary Grace Fallera	MT I	Dumalag
7	Xyric Jan Andrade	HT III	Tapaz East
8	Napoleon Protacio	HT I	Dumarao
9	Junjun Concepcion	Teacher I	Tapaz West
10	Dexter Ferasol	TIC – Teacher III	Tapaz East
12	Jorge C. Jimenez	OIC- Teacher III	Dumalag
13	Jayson V. Estacion	Teacher III	Jamindan
14	Mayvie Healfdene N. Felasol	OIC- Teacher III	Dumalag

**DIVISION MANAGEMENT TEAM**

No.	NAME	POSITION	OFFICE
1	Miguel Mac D. Aposin EdD	SDS	SDO - Capiz
2	Luz U. Banson EdD, CESE	OIC, ASDS	SDO – Capiz
3	Segundina F. Dollete EdD	CID Chief	SDO – Capiz
4	Edna B. Azcarraga PhD	OIC Chief, SGOD	SDO - Capiz
5	Angel F. Payo Jr. PhD	PSDS - Division IP Focal Person	Dumalag & Dumarao
6	Ronald Deli	SEPS – Monitoring & Evaluation	SDO – Capiz
7	Immaculada J. Amores	SEPS – Human Resource Dev't	SDO – Capiz



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Republika ng Pilipinas  
**Department of Education**

**MEMORANDUM**

**FOR :** Undersecretaries  
Assistant Secretaries  
BARMM Minister of Basic, Higher, and Technical Education  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM :**   
**WILFREDO E. CABRAL**  
Regional Director  
Officer-in-Charge, Office of the Undersecretary for Human Resource  
and Organizational Development

  
**GINA O. GONZONG**  
Undersecretary for Curriculum and Teaching

**SUBJECT : TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS  
AND SCHOOL LEADERS**

**DATE : December 20, 2023**

1. The Department of Education, through the Curriculum and Teaching (CT) Strand and the National Educators Academy of the Philippines (NEAP), is faithful to its commitment to **MA**ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens and to **Gi**ve support to teachers to teach better, as articulated in the MATATAG Agenda. Hence, the **Training on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders** shall be conducted in preparation for the commencement of the initial phase of the MATATAG Curriculum implementation.
2. The said trainings will be held from 22 January to 04 April 2024, with a specific schedule as follows:

Dates	Training Title	Target Participants	Source of Funds
22-26 January 2024	Training of Lead Trainers on the MATATAG Curriculum/ Mock Training	NEAP Directors, Chiefs, Training Specialists, and BHROD-HRDD RPMS specialists;	2023 BEC Funds



		CT Strand's Directors, Chiefs, and Specialists per learning area, IPED specialists; Select Learning Area Specialists from Private Schools and State Colleges and Universities	
05-09 February 2024	National Training of Regional Trainers on the <i>MATATAG</i> Curriculum (NTOT)	CLMD/CID Chiefs with learning area specialization, Regional/ Division Education Program Supervisors with learning area specialization, Public Schools District Supervisors with learning area specialization, select School Heads and Head/Master Teachers with learning area specialization, Division IPED specialists/focal persons, HRDD Chiefs, HRDD EPS Training Program Focals/ NEAP-R Training Program Specialists/ (expected team of trainers and training manager per region)	2023 BEC Funds
12-15 February 2024	Regional Training of Division Trainers and School Leaders on the <i>MATATAG</i> Curriculum (RTOT)	Division CID Chiefs, Division Education Program Supervisors and Public Schools District Supervisors with learning area specialization, Division IPED specialists/focal persons, School Heads, Head and Master Teachers with learning area specialization, SGOD Chiefs/HRD training specialists (expected team of trainers and training managers per division)	2024 HRD Funds
19 February-01 March 2024	Division Training of School Trainers on the <i>MATATAG</i> Curriculum (DTOT)	ALL School Heads, Head and Master Teachers with learning area specialization, including IPED teachers from Kindergarten, Grades 1, 4, & 7 per school (expected team of trainers and training managers per school)	2024 HRD Funds
04 March-04 April 2024	School-Based Training on the <i>MATATAG</i> Curriculum	ALL TEACHERS from Kindergarten, Grades 1, 4, & 7 per school	2024 HRD Funds/ School MOOE

3. This series of trainings on the *MATATAG* Curriculum focuses on providing professional development support for teachers and school leaders, ensuring that they have an in-depth understanding of the general shape of the *MATATAG*



Curriculum. Specifically, it aims to equip teachers and school leaders with the necessary knowledge, skills, and competencies to effectively implement the new curriculum in the coming school year.

4. Prior to the actual conduct of the series of training, the quality assurance and finalization of training resource packages shall be conducted accordingly following the schedules below.

Dates	Training Title	Target Participants	Source of Funds
08-12 January 2024	Quality Assurance of the <i>MATATAG</i> Curriculum Training Resource Package	NEAP Specialists and PD Program Internal Evaluators	2023 HRD Funds
15-19 January 2024	Finalization of the <i>MATATAG</i> Curriculum Training Resource Package	NEAP Specialists and PD Program Internal Evaluators, CT Strand Specialists	2023 BEC Funds

5. To ensure the quality of the training, **ALL TRAINERS per governance level** are expected to meet the following qualifications: a. at least earned Complete Academic Requirement (CAR) Graduate Studies with learning area specialization; b. training/s related to the area of specialization; and c. at least *Very Satisfactory* performance in the last three (3) years.
6. DepEd Order No. 9, s. 2005 otherwise known as "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith" shall strictly be observed during the conduct of the training. To ensure that ALL K, 1, 4, and 7 TEACHERS shall be able to attend the school-based training on the *MATATAG* Curriculum, School Heads are expected to employ strategies suitable for their **school-based training** such as, but not limited to the following:

6.1	Maximizing the loading of other teachers per learning area from other grade levels not involved in the initial phase of the training;
6.2	Scheduling a half-day training for K, 1, 4, and 7 teachers totaling 40 hours to ensure that the regular classes will continue without disruption;
6.3	Taking turns by a batch of Grade 4 or Grade 7 teachers, maximizing the loading of other batches of teachers not yet involved in the scheduled training (e.g., Batch 1/Week 1 - English, Science, Math; Batch 2/Week 2 - Filipino, AP, Values Education; Batch 3/Week 3 - TLE/HELE, MAPEH)
6.4	Maximizing the loading of relieving (special) teachers to handle the classes while the teacher-advisers are in the training program.
6.5	Hiring substitute teachers, subject to the availability of funds.
6.5	Tapping teacher applicants for voluntary services during the duration of the training program.

7. For purposes of planning and budgeting for this series of trainings, all regions must submit their **regional data** on the target trainers, teachers, and school leaders complete with the required demographic information **on or before 3**




**January 2024.** The forms can be accessed through this link: [sites.google.com/depd.gov.ph/neap-training-on-matatag](https://sites.google.com/depd.gov.ph/neap-training-on-matatag).

8. The program matrices for teachers and school leaders are enclosed in *Enclosure 1*. Specific guidelines on the conduct of the national, regional, division, and school-based trainings on the **MATATAG Curriculum** shall be issued in a separate memorandum.
9. Board and lodging, travel, and training supplies of the participants during the Finalization of the **MATATAG Curriculum Training Resource Package** and **NTOT** shall be charged against the 2023 **BEC Funds**. In case of deficiencies, travel, and other incidental expenses can also be charged against local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, the board and lodging, supplies, travel, and other incidental expenses of the participants during the **RTOT** and **DTOT** shall be charged against the **2024 HRD Funds allotted for MATATAG Curriculum** training, while the participants in the Review and Evaluation of the **MATATAG Curriculum Training Resource Package** shall be charged against the 2023 **HRD Funds**, subject to the usual accounting and auditing rules and regulations.

School-based training expenses for meals and supplies shall be charged against the **2024 HRD Funds allotted for MATATAG Curriculum** training. In case of deficiencies, the SDOs can use their Division **HRD Funds**, and the schools can also utilize the School **MOOE** allotted for training and other local funds available, subject to the usual accounting and auditing rules and regulations.

10. For further inquiries and concerns, please contact the NEAP through email at [neap.od@depd.gov.ph](mailto:neap.od@depd.gov.ph) or landline (02) 8638-8638.
11. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GINA O. GONONG, PhD**  
Undersecretary  
Curriculum and Teaching

  
**WILFREDO E. CABRAL, CESO III**  
Undersecretary  
Human Resource and Organizational Development

Enclosure to DepEd Memorandum No. \_\_\_\_\_, s. 2023

### A. Program Matrix for School Leaders

DAY 1		DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 8:30 AM		Management of Learning			
8:30 – 10:00 AM		Walkthrough of the Curriculum Guide	Walkthrough of the Curriculum Guide	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum	- Collaborative Expertise - Management of School-based Training Program - Preparation of School-Based Training Implementation Plan
10:00 – 12:00 AM		Registration Pre-assessment	Curriculum Standards and Learning Competencies (Q1 Continuation)	Curriculum Standards and Learning Competencies (Q2 Continuation)	Q&A Session
12:00 – 1:00 PM		LUNCH			
1:00 – 2:00 PM		The General Shape of the MATATAG Curriculum  Q&A Session	Walkthrough of the Curriculum Guide  Curriculum Standards and Learning Competencies (Q2)	PEDAGOGY AND ASSESSMENT Overview of the MATATAG Curriculum Instructional Design Framework  Q&A Session	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum (Continuation)
2:00 – 2:30 PM				Classroom-based Assessment	Special Lecture: The Science of Learning
2:30 – 3:00 PM		Walkthrough of the Curriculum Guide			Clearing House
3:00 – 5:00 PM		Curriculum Standards and Learning Competencies (Q1)  *End-of-day evaluation	Integrating the 21 <sup>st</sup> -Century Skills in the Classroom Practices to Promote Inclusion  Q&A Session *End-of-day evaluation	Instructional Supervision  Classroom Observation Protocol and Identification of L&D Needs  *End-of-day evaluation	Post-Assessment  Closing Program  *End-of-day evaluation
5:00 – 5:30 PM		PMT Daily Debriefing			

### B. Program Matrix for Teachers (School-Based)

DAY 1		DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 8:30 AM		Management of Learning			
8:30 – 10:00 AM		Walkthrough of the Curriculum Guide	Walkthrough of the Curriculum Guide	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum	Collaborative Expertise Sessions
10:00 – 12:00 AM		Registration Pre-assessment	Curriculum Standards and Learning Competencies (Q1 Continuation)	Curriculum Standards and Learning Competencies (Q2 Continuation)	Q&A Session
12:00 – 1:00 PM		LUNCH			
1:00 – 2:00 PM		The General Shape of the MATATAG Curriculum  Q&A Session	Walkthrough of the Curriculum Guide  Curriculum Standards and Learning Competencies (Q2)	PEDAGOGY AND ASSESSMENT Overview of the MATATAG Curriculum Instructional Design Framework  Q&A Session	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum (Continuation)
2:00 – 2:30 PM				Classroom-based Assessment	Special Lecture: The Science of Learning
2:30 – 3:00 PM		Walkthrough of the Curriculum Guide			Clearing House
3:00 – 5:00 PM		Curriculum Standards and Learning Competencies (Q1)  *End-of-day evaluation	Integrating the 21 <sup>st</sup> -Century Skills in the Classroom Practices to Promote Inclusion  Q&A Session *End-of-day evaluation	Preparation of Lesson for Demonstration Teaching  Q&A Session *End-of-day evaluation	Post-Assessment  Closing Program  *End-of-day evaluation
5:00 – 5:30 PM		PMT Daily Debriefing			